

## Tech Tip Tuesday—February 12, 2019

### LCT Las Vegas

A continuing reminder that we will be exhibiting at the LCT Show in Las Vegas at the end of March. As usual, we expect to have our user meeting the afternoon of Sunday, March 24<sup>th</sup> (details will be forthcoming once we confirm the room, etc. with LCT—this is taking longer than we had hoped). We also encourage you to participate in the Limo Patriot Ride ([www.limopatriotride.com](http://www.limopatriotride.com) for more details).

### Google Maps

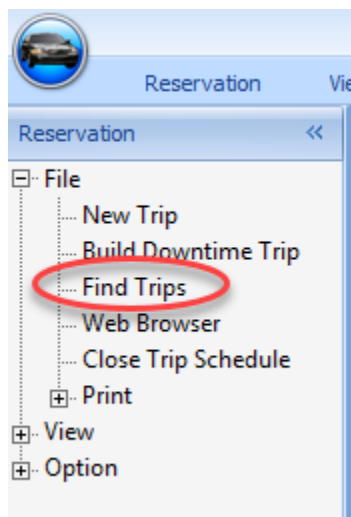
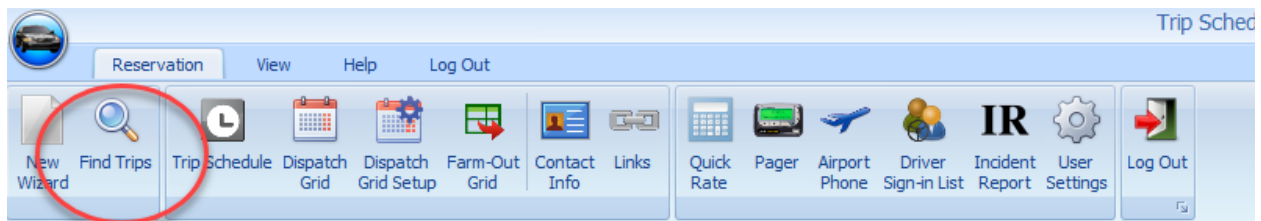
We thank those of you who have already created your Google Maps key and sent it to support. If you have questions, please send a note to [support@liverycoach.com](mailto:support@liverycoach.com). For those of you who didn't read the important tech tip regarding this issue, you can reference a copy at <http://www.liverycoach.com/TechTips/2019/2019%200129%20Google%20Maps%20update.pdf>

### Find Trips is your friend

We often get support calls asking us for all sorts of different reports to answer questions like “How many Weddings did I do last year” or “What’s the dollar value of all the trips I farmed out to Hawaii” or “What chauffeur did I send to that address the last time”?

These and many, many more questions can all be answered with the use of “Find Trips” (which in older versions of Livery Coach was called “Open Trips”).

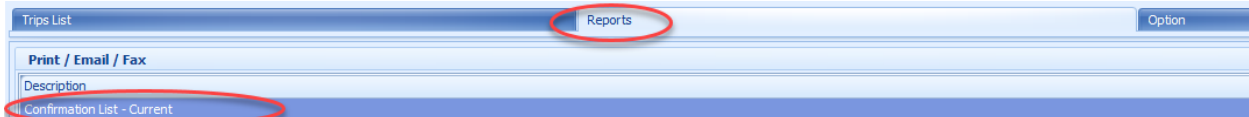
Find trips can be, um, “found” on the Reservations toolbar, or under the Reservations...File menu on the side of the screen.



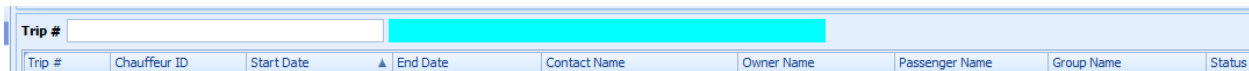
In the “Search By” field, there are many, many, many different things you can search for, and, depending on what you pick, the search works on partial entries, too. So you could find, say, every trip with a passenger who has the letter “X” in his or her name.

At the bottom of this tip is a list of all the different fields you can search for, in case you have not explored this area. Note that “All” is the first choice (usually used with a date range) so you can easily retrieve, say, a manifest of all your trips for, say, tomorrow (as an alternative to using the Dispatch Grid print functions).

Once you have the results you want, clicking on the Reports tab and selecting the “Confirmation List-Current” (or “Confirmation List – Archive”) item will let you preview all the trips (with totals at the end).



Bonus tip: the column headings in the results pane can be sized and ordered to your liking, and double clicking on a column heading will sort the results by that column. Double clicking again will reverse the sort.



Trip #	Chauffeur ID	Start Date	End Date	Contact Name	Owner Name	Passenger Name	Group Name	Status
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**Search Criteria**

**View All** **With Status**

Passenger  All

- All
- Account Group
- Airline / Flight Nbr
- Airport - Dropoff
- Airport - Pickup
- Billing Account
- Cancellation #
- Chauffeurs
- City
- Company Code
- Company Department
- Concierge As Passenger
- Confirmation Notes
- Contact
- Contact - Web Login
- Contact Company
- Coordinator
- Cost-Out By
- Cost-Out Date
- Credit Card
- Credit Card Group
- Customer ID
- Customer PO
- Deposit Amount
- Dept #
- Employee #
- Entity Description
- E-Transaction #
- Farm Res #
- Farm-In Company Name
- Farm-Out Company Name
- Follow Up Reservations
- Gift Certificate #
- Greeter
- Group CC Receipt Number
- Group Code
- Group Invoice Number
- Group Name
- Group Name Counter
- Hotel Room #
- How Trip Booked
- Inv / Rcpt Printed Date
- Matter #
- Occasion
- Owner
- Passenger
- Passenger Company
- Passenger Mobile
- Payment Type
- Promotion Code
- Purchase Order #
- Rate Code Indicator
- Res Taken By
- Res Taken Date
- Sales Rep
- Source (Contact)
- Source (Trip)
- State
- Status Level 2
- Status Level 3
- Status Level 4
- Status Level 5
- Street Nbr/Name
- Tax Jurisdiction
- Vehicle Type Ordered
- Vehicle Type Sent
- Vehicles
- VIP
- Zip / Postal Code
- Zone Profile